

American Small Business Alliance, Inc dba ASBA
Contract Number GS-07F-0595X



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule Solicitation No 7FCB-H2-070541-B, for Multiple Award Schedule 541, entitled Advertising & Integrated Marketing Solutions (AIMS)

Contract Number GS-07F-0595X

CONTRACT PERIOD: June 12, 2011 – June 11, 2016

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at www.gsa.gov

CONTRACTOR: American Small Business Alliance, Inc dba ASBA
9030 Red Branch Road STE 190
Columbia, MD 21045-2012
Phone number: (301) 596-6031
Fax number: (410) 715-2595
Web address: www.asballiance.com

CONTRACTOR'S ADMINISTRATION SOURCE: Mr. Nathaniel Parker
9030 Red Branch Road STE 190
Columbia, MD 21045-2012
Phone number: (301) 596-6031
E-Mail: nparker@asballiance.com

BUSINESS SIZE: 8a, Small Disadvantage Business, Service-Disabled Veteran-Owned Small Business

CUSTOMER INFORMATION: CCR: 3G6N7

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<u>Contract #</u>	<u>SIN</u>	<u>DESCRIPTION</u>
GS-07F-0595X	541-4D	Conference Event and Tradeshow Planning Services
GS-07F-0595X	541-2000	Other Direct Costs

1b. LOWEST PRICED SERVICE AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

<u>SIN</u>	<u>Labor Category</u>	<u>PRICE</u>
541-4D	Administrative Support	\$45.75/hr

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Contract Number GS-07F-0595X

1c. HOURLY RATES: See GSA Price List beginning on Page 4

2. MAXIMUM ORDER*: \$1,000,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities

5. POINT(S) OF PRODUCTION: Columbia, MD 21045-2012

6. DISCOUNT FROM LIST PRICES: Prices listed are GSA Net, Discount Deducted.

For calculation of the GSA Schedule price (price paid by customers ordering from the GSA Schedule, and the price to be loaded in to GSA Advantage), the contractor should deduct the appropriate basic discount from the list price and add the prevailing IFF rate to the negotiated discounted price (Net GSA price). Current IFF rate is 0.75%.

7. QUANTITY DISCOUNT(S): 0%

8. PROMPT PAYMENT TERMS: Net 30 days

9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: To be determined at time of task order.

11b. EXPEDITED DELIVERY: Services are available for expedited delivery; however, this must be discussed at time of order placement and depends on size and nature of order.

11c. OVERNIGHT AND 2-DAY DELIVERY: Overnight and 2-day delivery are available. Contact the Contractor for rates.

11d. URGENT REQUIREMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: American Small Business Alliance, Inc dba ASBA
9030 Red Branch Road STE 190
Columbia, MD 21045-2012

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13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. PAYMENT ADDRESS: 9030 Red Branch Road STE 190
Columbia, MD 21045-2012

15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: (any thresholds below or above the micro-purchase level)

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):

24b. Section 508 Compliance for EIT:

25. DUNS NUMBER: 128598013

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Currently Active

GSA PRICING**SIN 541-4D - Conference, Events and Tradeshow Planning Services (Small Business Set-Aside)**

SIN(s)	JOB TITLE / LABOR CATEGORY	UNIT OF ISSUE	GSA PRICE June 12, 2011 through June 11, 2012	GSA PRICE June 12, 2012 through June 11, 2013	GSA PRICE June 12, 2013 through June 11, 2014	GSA PRICE June 12, 2014 Through June 11, 2015	GSA PRICE June 12, 015 Through June 11, 2016
541-4D	Program Manager	Hour	\$ 105.24	\$ 109.45	\$ 113.83	\$ 118.38	\$ 123.12
541-4D	Conference Coordinator	Hour	\$ 84.55	\$ 87.93	\$ 91.45	\$ 95.11	\$ 98.91
541-4D	Marketing Coordinator	Hour	\$ 59.95	\$ 62.34	\$ 64.84	\$ 67.43	\$ 70.13
541-4D	Administrative Support	Hour	\$ 45.75	\$ 47.58	\$ 49.48	\$ 51.46	\$ 53.52
541-4D	Exhibitor Manager	Hour	\$ 51.55	\$ 53.62	\$ 55.76	\$ 57.99	\$ 60.31
541-4D	Event Support Staff	Hour	\$ 27.52	\$ 28.63	\$ 29.77	\$ 30.96	\$ 32.20
541-4D	Graphics Designer	Hour	\$ 124.99	\$ 129.99	\$ 135.19	\$ 140.60	\$ 146.22

LABOR CATEGORY DESCRIPTIONS
SIN 541-4D CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Program Manager

Functional Responsibility: Responsible for logistic planning (event and facility point of contact, catering functions, meeting requirements and layouts, etc.), oversee the design/publishing/printing of event agenda/program guide, develop and produce audio advertising, oversee registration preparation, advertising/promotional campaigns, handling phone inquiries, meetings/telephone correspondence with sponsors/clients, progress updates, oversee printing of promotional campaign materials, post event follow-up, event setup, onsite event management. A program manager may review invoices, assist to coordinate website developments and updates, handle logistical planning (catering, directions, onsite visits, etc.), and prepare registration materials and premiums under supervision of senior event manager or project manager.

Minimum Education: Bachelor's

Minimum Experience: Minimum of 7 years of experience

Conference Coordinator

Functional Responsibility: Responsible for processing registrations, coordinating shipping of materials to and from events, answering general customer support and service questions as well as providing event set-up and on-site customer service.

Minimum Education: AA

Minimum Experience: Minimum of 3 year of logistics experience

Marketing Coordinator

Functional Responsibility: Responsible for conducting sales and customer service activity via the telephone, internet, electronic media.

Minimum Education: Bachelor's

Minimum Experience: Minimum of 3 years of marketing experience

Exhibitor Manager

Functional Responsibility: Responsible for reviewing timelines and requirements for performance compliance, personnel assignments, and logistical plans. This frequently entails reviewing subcontracts, writing post performance reviews, and analyzing business effects and post event budget performance.

Minimum Education: Bachelor's

Minimum Experience: Minimum of 3-7 years of logistics experience

Administrative Support

Functional Responsibility: Responsible for the collection of payment of fees, processing invoices, routing questions to appropriate staff person, stuffing name badges and ordering supplies as well as performing other general support as needed.

Minimum Education: AA

Minimum Experience: Minimum of 1 years of administrative experience

Event Support Staff

Functional Responsibility: Responsible for provides administrative, clerical or logistical services under close supervision. Such duties include processing registrations and follow-up, data entry, handling phone inquiries, event management, onsite event management, assembling of promotions and onsite distributions.

Minimum Education: AA

Minimum Experience: Minimum of 1 years of administrative experience

Graphics Designer

Functional Responsibility: Responsible for understanding the customer's vision for the event and delivering a 'look and feel' consistent with the customer's vision. This includes, but may not be limited to, designing printed materials to include graphics, logos, advertisements, brochures, marketing and promotional material, etc. Performs professional level graphic design in the most current design specifications to integrate with the programming on the website. Responsible for delivering easy-to-load graphical elements.

Minimum Education: BA/BS degree. Degree may be substituted with applicable certifications in graphics training and extensive portfolio

Minimum Experience: Minimum of years of 3 years of web designing experience

541-2000

Other Direct Costs (ODCs) are expenses other than labor hours (Small Business Set-Aside)

This contract may be modified at any time to add/delete/change ODC(s) as appropriate to respond to a task order.

SIN(s) PROPOSED	SUPPORT PRODUCT (ODCs)	BRAND NAME	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	PRICE OFFERED TO GSA (including IFF)
541-1000 541-2000	Badges	Generic; depends on location	Each	\$ 0.76
541-1000 541-2000	Lanyards	Generic; depends on location	Each	\$ 1.26
541-1000 541-2000	Badge holders	Generic; depends on location	Each	\$ 0.48
541-1000 541-2000	Banners	Generic; depends on location	Each	\$ 403.00
541-1000 541-2000	Binders	Generic; depends on location	Each	\$ 9.57
541-1000 541-2000	Ink Pens (writing materials)	Generic; depends on location	Each	\$ 2.22
541-1000 541-2000	Shirts	Generic; depends on location	Each	\$ 5.54
541-1000 541-2000	Bags	Generic; depends on location	Each	\$ 6.45
541-1000 541-2000	Signage	Generic; depends on location	Each	\$ 85.64
541-1000 541-2000	8ft Agenda	Generic; depends on location	Each	\$ 755.63

*Note: Prices include .75% Industrial Funding Fee (IFF)

* Prices include pricing for contractor facility and customer facility, domestic areas only.

*Copying, Printing, and Programs are charged at cost on a case by case basis between Contractor and Agency